



Middlesex County Workforce Development Board Meeting

Tuesday, July 28, 2015, 9:00 AM

Present: Gloria Aftanski, Amy Bellisano, Roseann Bucciarelli, Luis DeLaHoz, Alan Fialka, Janice Fishbein, Daniel Henrickson, Tom Lankey, Gabriel Lavigne, Brian Loughlin, Melissa Lewis, Henrietta Wilson (as designee for Angela Mackaronis), Jose Montes, Laura Morana, Susan Pasternack, Julie Piano, Joseph Picone, Miriam Ruiz, Jill Schiff, Kathy Shaw, (Thomas Crane (as designee for Timothy Timberlake), Bernice Proctor Venable, Joanne Vogel

Staff: Kevin Kurdziel, John Ross, Melinda Walton

Guests: Dan Frankel, Craig Jez

1) Call to Order

- a) Pledge of Allegiance..... Jill Schiff
- b) Roll CallJoanne Vogel
 - i) Dan Frankel and Craig Jez introduced themselves as guests at the meeting.

2) Welcome and Introductions

- a) Compliance with Open Meeting Act..... Jill Schiff
Notice of this meeting was made pursuant to the Open Public meetings Act, NJSA 10:4-10
- b) Approval of Minutes of the April 28, 2015 Meeting.....Joanne Vogel
 - i) Motion to accept the minutes as written was made by Kathy Shaw and seconded by Julie Piano. A vote was called and the motion passed unanimously with two abstentions from Melissa Lewis and Laura Morana. The minutes were accepted as written.

3) Nomination/Election of Officers Gloria Aftanski

- a) The Chair of the By Laws committee reported the recommendations of the committee for a slate of officers for 2015/2016 as follows: Jill Schiff as Chair; Amy Bellisano as Vice Chairperson and Joanne Vogel as Secretary.
- b) No nominations were made from the floor. A motion for the body to accept the proposed slate by acclamation was called for and was made by Henrietta Wilson and seconded by Kathy Shaw. The vote was called and the slate was accepted as proposed with no votes against and three abstentions by Jill Schiff, Amy Bellisano and Joanne Vogel.
- c) The new officers for 2015/2016 are Jill Schiff as Chair; Amy Bellisano as Vice Chairperson and Joanne Vogel as Secretary.

4) Committee Formation Jill Schiff

The change from WIA to WIOA gives us the opportunity to reorganize the committees. We will reach out to the membership before the October meeting with information about the new set-up

and ask members to sign up for the committees that interest them. They can remain on the ones they are on and/or join new ones.

- 5) **By Laws Revision** Jill Schiff
- a) A copy of the By Laws containing the proposed revisions was emailed to everyone on June 26.
 - b) Most changes are related to the change in name from Workforce Investment Board to Workforce Development Board and the new committee set up voted on at the April meeting. The most significant change is the elimination of the Youth Investment Council as a federal requirement. However, it will remain as an SETC required Youth Advisory Council as a standing Youth Committee.
 - c) Laura Morana noted that there are no longer “Abbot School Districts” so that wording should be eliminated from the By Laws on page 2.
 - d) The Chair called for a motion to vote to revise the By Laws as submitted with the elimination of the phrase “Abbot School District.” The motion was made by Bernice Proctor Venable, seconded by Kathy Shaw and passed unanimously.
 - e) The By Laws of the Middlesex County Workforce Investment Board will be revised as submitted.
- 6) **WDB Budget/Notices of Obligation Received** Kevin Kurdziel
- a) We have received the usual Notices of Obligation from the Division of Family Development for WFNJ and from the Department of Labor and Workforce Development.
 - b) The Fiscal Officer from the Office of Workforce Development will be at the October meeting to give a complete update on funding, the budget and breakdown of our programs.
 - c) We received a reduction in funding as did all WDBs based on a new formula. Our budget was reduced by \$725,000 and has been reworked so that we do not have to lose any staff, but travel will be reduced. There was some carry-in funding which we can utilize and we will closely monitor all expenses.
 - i) *WFNJ* received \$2,183,167 (\$1,454,414 TANF, \$728,753 GA/SNAP)
 - ii) *WLL* received \$164,000 which made our level of service 164. In January 2015 it received additional funding, bringing the total to \$299,000 for the year and we anticipate extra will also added in January 2016.
 - iii) *Adult/Dislocated Worker* was reduced to \$\$3,526,737
 - iv) *Youth* received \$1,768,497
- 7) **Chairperson’s Report** Jill Schiff
- a) We have begun the new fiscal year and transitioned from WIA to WIOA and there is still much work to be done. There will be some changes and we will work closely with the NJ Department of Labor and the SETC to make sure we are in compliance with all provisions of WIOA.
 - b) The change gives us an opportunity to set new goals and objectives. A starting point will be the Strategic Plan in place now. We will see what can be kept and followed and be in compliance with the new regulations and what needs to be updated.
 - c) Some questions/concerns were addressed as follows:

- i) A recent fire in North Brunswick destroyed a commercial warehouse. Does the WDB get involved in helping the companies affected by this? We will be involved through the Department of Labor and will reach out ourselves if we do not receive official notice.
- ii) We have received WARN notices about Pathmark closing a number of stores in Middlesex County and are working the Rapid Response team on helping the 400+ employees affected.
- iii) The new set-up for Regional Planning is not finalized yet. There are three scenarios; two will keep things basically as they are now and a third will partner us with Morris, Sussex, Warren and Somerset Counties. While we prefer to stay with the group we are currently in because we do not have much in common with the new groupings, we will continue to work with some of the counties we work with now on many issues. More will be known by March 2016.
- iv) Middlesex County is an associate member of NJTPA and would like us to be more forward with this but we are struggling with transportation issues when jobs are created in some areas.
- d) Moving forward there will be a greater emphasis on access to training programs, career pathways, Workforce Development board regional planning and improved technology for data collection.

8) Committee Reports

- a) Youth Investment Council..... Susan Pasternack
A Copy of the Report is attached to and made part of these minutes.
- b) Literacy Committee..... Gloria Aftanski
A Copy of the Report is attached to and made part of these minutes.

9) One Stop Julie Piano

- a) They are almost finished closing out all WIA files from PY 14. Middlesex County is meeting all expectations concerning expenditure requirements and the transition to WIOA has been going smoothly thanks to the staff. Forms are being revised
- b) A program monitor was hired in 2015 which is helping link Operations to other areas of the Office of Workforce Development.
- c) WIOA puts more focus on staff development.
- d) The New Brunswick One Stop feels the loss of the Unemployment Insurance office from our building. There is less walk-in traffic. While the website and banners help, we are meeting with Employment Services to see what else can be done.
- e) In PY 14 we served 648 clients with Individual Training Agreements and had 263 in the Learning Links.

10) WorkFirst New Jersey John Ross

- a) June 30 concluded Program Year 2014 the data was compared to Program Year 2013.
- b) The clientele served was defined as follows: TANF is families with children under 18, GA is Adults with no children under 18 and SNAP was formerly Food Stamps.
- c) GA increased significantly for years but has slowed down in the last few years.

- d) Placements in employment on a full time basis are up for both TANF and GA, but especially for GA.
- e) TANF clients served have dropped 22%. Some have been deferred, but it is believed that many are securing employment but not at the federally required 30 hours per week at minimum wage. Many people are taking more than one job and move off welfare but still require SNAP, which explains the large increase in the SNAP numbers. This is encouraging because it is a pathway to self-sufficiency even if a slow one.
- f) Bernice Proctor Venable noted that whether it be full time or part time it is good that people do want to work. They face a lack of opportunities. Many individuals come in with their own personal challenges but our lack of public transportation to many areas of the County with jobs is one of the biggest challenges. Kathy Shaw acknowledged that there is no easy answer to that and the NJ Transit probably will not be doing much to help alleviate the problem.
- g) Kevin Kurdziel said that with the new legislation, the focus will shift more to working with businesses to find out what they need and not so much having people come in to the One Stop to get a job. There will be more collaboration.

11) Setting Hourly Wage for Youth Work Experience Program Jill Schiff

- a) We were provided less funds this year, so it was proposed that we lower the hourly wage paid to Youth in the Work Experience Program from the current \$10 per hour voted on in April 2014 to \$9 per hour in order to maximize the number of Youth that could be involved. If more money is received, we can increase it. It would be a decision by the Board to increase it back to \$10 if we received more money or had more available because not as many participated as planned.
- b) Jose Montes inquired if any study was done about the impact the increase to \$10 may have made on the program. Mr. Kurdziel said he would check and report back any findings. Mr. Montes also asked about the expected outcome of lowering the amount to increase the number of people served and that impact. Mr. Kurdziel also noted that we have performance measures to meet and must serve as many as possible in order to receive more funding next year instead of a possible loss of funds.

12) Re-Affirmation of WDB Policies

- a) A vote was called to both re-affirm the current Policies of the Middlesex County Workforce Investment Board for the current Middlesex County Workforce Development Board and to combine the vote with the decision to set the hourly wage for the Youth Work Experience Program at \$9 per hour for Program Year 2015.
- b) The motion to vote was made by Amy Bellisano, seconded by Laura Morana and passed unanimously.

13) Conflict of Interest Form

- a) Members were reminded of the Conflict of Interest form that each one must sign. It will be sent ahead of the October meeting so it can be reviewed and all will be asked to hand in an updated one to be kept on file.

14) Labor Market Information

- a) Vin Samuel was invited to speak but was not able to be at the meeting.
- b) Some current information was shared with the members:
 - i) The Unemployment Rate for Middlesex County is 5.3% which is close to the national rate vs the State rate of 6.1% or 6.2%, which is above the national average but the lowest it has been since 2000. However, the actual number of unemployed in the County is 24,000 which is the highest number of unemployed in a County in the State and does not include any one who has dropped out of the labor market and/or has exhausted their unemployment benefits.
 - ii) Overall, unemployment is trending down despite some recent events.
 - iii) The Labor Participation Rate in New Jersey is 64.5% and rising which is above the National rate of 62% which is encouraging.
 - iv) Laura Morana noted that enrollment in the public schools in some towns has been going up: Jamesburg (11%) Perth Amboy (8%) and Monroe (3%).

15) Department of Justice Second Chance Act Kevin Kurdziel

- a) We are waiting to hear if we will be awarded this grant which is for three years for \$775,000.
- b) Establishes a technology based cybersecurity program in the jail that could lead to other jobs for inmates upon release and would involve both the County Jail and other community organizations.
- c) It would start in October at the jail and the One Stop would work with those within six months of being released and help to place them in jobs. It is hoped that this will produce an increase in public safety because of the possible decrease in recidivism.

16) Youth Employment Success Initiative Kevin Kurdziel

- a) We have received an award from the Consumer Financial Protection Bureau that gives us technical assistance to instruct youth about financial literacy. It came from a collaboration with the National League of Cities.
- b) We might also be able to use some of the curriculum for other program

17) WIOA Blueprint..... Kevin Kurdziel

The SETC put out a Blueprint establishing policies and procedures with suggestions how to move forward for all stakeholders in June. There is a copy in the meeting folder.

18) 2015 GSETA Conference Kevin Kurdziel

- a) It is being held on October 7 and 8 in Atlantic City this years instead of September.
- b) Board members are encouraged to attend.
- c) They expect that the second day agenda will cover the Workforce Development boards and how they should be re-establishing themselves.

19) **New Business** Kevin Kurdziel

- a) Bernice Proctor Venable gave out copies of the current magazine from the Edison Chamber of Commerce
- b) Amy Bellisano noted a new trend of the department stores having difficulty hiring people and that they will be holding a job fair at the mall for the first time since the 1980's. Mr. Kurdziel suggested she connect with the Retail and Hospitality Talent Network and that he would get her some contact information. Ms. Shaw also offered to place the information on the County website as a "Hiring Event."
- c) Mr. Kurdziel let the members know that the Office of Workforce Development is holding in house meetings in order review and keep our website fresh. Any feedback is welcome. Susan Pasternack asked if there was a mobile version and Ms. Shaw said that one was available.
- d) This year is the 25th Anniversary of the Americans with Disabilities Act and this was recognized by the Board.
- e) Kathy Shaw and Kevin Kurdziel, with Freenholder Kennther Armwood hosting, will appear on the September edition of "Spotlight on Middlesex" discussing how education leads to employment.

20) **Director's Report**..... Kevin Kurdziel

- a) Mr. Kurdziel reminded everyone that he was coming up on his one year anniversary with Middlesex County and that he felt that the timing worked well with the transition to WIOA. He thanked Jill Schiff, Kathy Shaw and Kenneth Armwood for their concern about the people of the county and to meet their educational and employment needs.
- b) The NJ DOLWD has begun to do a much needed revamp of the Jobs 4 Jersey website.
- c) "Pathways to Employment" will roll out in January 2016 from the viewpoint of the jobseeker first. The employer side will be worked on when more funds are received.
- d) We are holding a Job Fair in South Brunswick on September 30 along with other Economic Development events South Brunswick is hosting that week. Dan Frankel asked if we are able to find out the outcomes of the job fairs. We contact the employers, but do not always receive much information. Many larger employers do not track where individual applicants first have contact with the company.
- e) The Board is working toward a smooth transition and if anyone has any new goals or other suggestions to please let him know. We would be open to having guest speakers come to some board meetings.
- f) We will try to keep as many of the goals that were set under WIA, adapting them as needed for the new regulations.
- g) Michele Boronkas is working closely with the State and local areas for the transition and much in the "Blueprint" came from suggestions from committees formed from WIB Directors.

21) Member Comments

There were no other comments from the members.

22) Public Comments

The floor was opened to the public but there were no comments

23) Adjournment

The motion to adjourn was made by Amy Bellisano, seconded by Susan Pasternack and passed unanimously and the meeting was adjourned.

Handouts

Emailed ahead of time:

- Agenda
- Minutes of April 28, 2015 WIB meeting
- Designee and Proxy Forms
- WIB Report (including Contracts Written and School Matrix)

In packet:

- Agenda
- Slate of Recommended WDB Officers/Ballot
- Performance Report
- Placement Report
- Business Development Unit Report
- Talent Networks Comments Letter
- New Jersey Blueprint for Talent Development

The next meeting of the Workforce Development Board will be October 27, 2015.

Youth Notes

WIB Meeting – July 28, 2015

This year 156 Youth were enrolled (served) in our youth programs: 6 of the participants received Individualized Training Accounts and or Non - ITA training.in the medical, auto/diesel, culinary HVAC, solar and computer fields.

Volunteer Work

- Food Banks
- Habitat for Humanity – New Volunteer Worksite

Recent Industry Tours

- Wegman's – store operations and culinary
- Rutgers University – operations, building, food services and land maintenance

MC4YOU Perth Amboy

- The Perth Amboy Youth One-Stop Center has been open for six years and has served 29 youth this past program year.

MC4YOU New Brunswick

- New Brunswick has MC4YOU is in its 4rd year of operations and served 32 youth this past program year.

MCWAG

- MCWAG is in its 3rd year of operations and enrolled 5 youth this past program year.
- All 5 participants are employed

Middlesex County College

MCC Youth Work Readiness

Middlesex County College - Youth Work Readiness Program Served 23 Students 20 - New 3 - Carry In

HSE Programs

- Middlesex County College's HSE Program – Perth Amboy served 37 students
- Middlesex County College's HSE Program – Carteret served 27 students
- HSE 34 youth from Perth Amboy and Carteret passed the examination.
- OWD Youth Program held an Alternative High School Graduation celebration on June 6th, 2015. 37 youth participants were invited to attend along with their families. (3 had received their HSE's last year but too late to attend the prior ceremony).

We awarded MCC three programs for Program year 2015:

- 2 – HSE
- 1 Youth Work Readiness

This winter as we prepare for WIOA a PowerPoint presentation was created that highlights are "Out of School" youth programs. We were asked to present this at a One Stop Operators meeting. MCOWD is one of the "pioneers" as we enter WIOA that exclusively serves this population. We have also created a second presentation that will be shown as a recruiting tool. It was already presented and well received at one of the DCP&P offices in Middlesex County.

YIC will become a YAC a Youth Advisory Committee for WIOA

MCOWD - Awarded a Financial Grant that teaches youth fiscal responsibility.

Literacy Committee Notes WIB Meeting – July 28, 2015

- The Committee is currently conducting a review of available literacy programs in Middlesex County and the Directory brochure will be updated and disseminated once it is finalized.
- The Workforce Learning Links will continue to operate with reduced funding.
- The Office of Workforce Development will still contract with the New Brunswick and Perth Amboy Boards of Education for Basic Skills, ESL and HSE preparation classes.
- There are ongoing discussions on process mapping Literacy and Adult Education Customer Services Flow and access at the One Stop and the literacy collaborative system.